Federal Perkins Application Guidelines

This section provides some quick references and guidelines that will help you complete the supplemental part of the application (monitoring section and objectives).

What's new for the FY2014 grant?
- **Project End Date**: All Federal Perkins grants will be 15 month projects beginning July 1, 2013 and ending September 30, 2014.
- **Revised assurances:** See change in Fiscal Assurance 5-POS requirements-page 8.
- **Monitoring** – Program Assurances replace Desk Monitoring Document
- **Monitoring** – Fiscal Assurances replace Desk Monitoring Document
- **Objective 10** addressing CTSOs
- **Objective 11** addressing Workplace Employability Skills
- **Narratives:** All midyear narratives will be completed through the amendment process and are due March 31st. The midyear narrative will be entered in Box 9 for each objective. The final narrative will be due September 1 if completed through GME and that narrative will be entered into Box 10.

Important: All monitoring questions on the application are providing data and information for FY2013.

How to Complete the Program As1surances?
- Program Assurance 1 (p. 10-11): **Required to submit on 6/15.**
  - Provide date of annual program evaluation that took place or will take place for FY13. If you do not have the exact date, include month, year.
- Program Assurance 3-Equal Access/SPED (p. 12): **Not required to submit on 6/15.**
  - Follow instructions on page.
  - If data is not available for 6/15 submission date, leave blank and resubmit no later than October 1.
  - The current grant system cannot calculate the percentages. Therefore, the district can either calculate the percentages or wait until the new system calculates the percentages for them.
  - **Place your district name at the top in the Page Title Box.**
  - If LEA is part of a Perkins consortium, the page must be completed for each district.
- Program Assurance 3-Equal Access/Female (p. 13) and Equal Access/Male (p. 14): **Not required to submit on 6/15.**
  - Follow the same instructions above.
- Program Assurance 4-Level of Student Success (p. 15-16) **Not required to submit on 6/15.**
  - Compares special pops concentrator rate with non special pops concentrator rate
  - Follow the same instructions above.

How to Complete Fiscal Assurances? Required to submit on 6/15.
- See pages 17-22.
- Fiscal assurances include the questions regarding audit, financial benefit, inventory, supplanting and time and effort that were on the monitoring document.
- Read each question and respond accordingly.

How to Complete Each Objective Page?

General Information
- Each objective page contains the same 10 boxes and boxes 1-8 must be completed in order to save the page.
- Boxes 9-10 will be used to complete the narratives and should be left blank.
- See p. 31-32 and the FY2014 Sample Objective for examples.
- Each LEA will have at least 11 objectives: 8 addressing each of the performance measures (1S1, 1S2, 2S1, 3S1, 4S1, 5S1, 6S1 and 6S2), 1 addressing Program of Study, 1 addressing CTSOs and 1 addressing Workplace Employability Skills.

Objectives (Box 5):
- All objectives must be developed to address and improve each of the performance measures, to enhance/implement programs of study and to provide for continuous program improvement.
- Develop SMART (Specific, Measurable, Attainable, Results-Oriented, and Timely) objectives for each of the performance measures including how the LEA will evaluate and continuously improve performance.
- Create only one objective per page.   Do not combine objectives on one page.
- If objective is program specific, include program name in objective.
- Objectives should reflect what the district is actually doing to improve programs and meet or exceed State Adjusted Level of Performance (SALP).
- Include your teachers in developing the objectives.

Expenditure item (Box 6):
- Describe the type of expenditure item that will be used to support the objective (i.e., team collaboration stipends, registration, travel and substitutes for professional development).
- **An explanation is required whether using Perkins funds or other resources.**
- If Perkins funds will not be used to support the activity, select "None of the Above" in Box 8.

Justification (Box 7)
- Include a justification which explains how the expenditure item and/or the objective will improve the CTE program performance.

Other useful resources to write objectives that meet specific improvement needs:
- FY2013 Federal Perkins Grant
- FY2013 Mid-Year Narrative
- 2013 Course and Year-End Participant Enrollment Reports
- 2013 Annual Program Evaluation
- 2013 Performance Measures Data
- Program Improvement Plan (if applicable)
- District CTE Strategic Plan